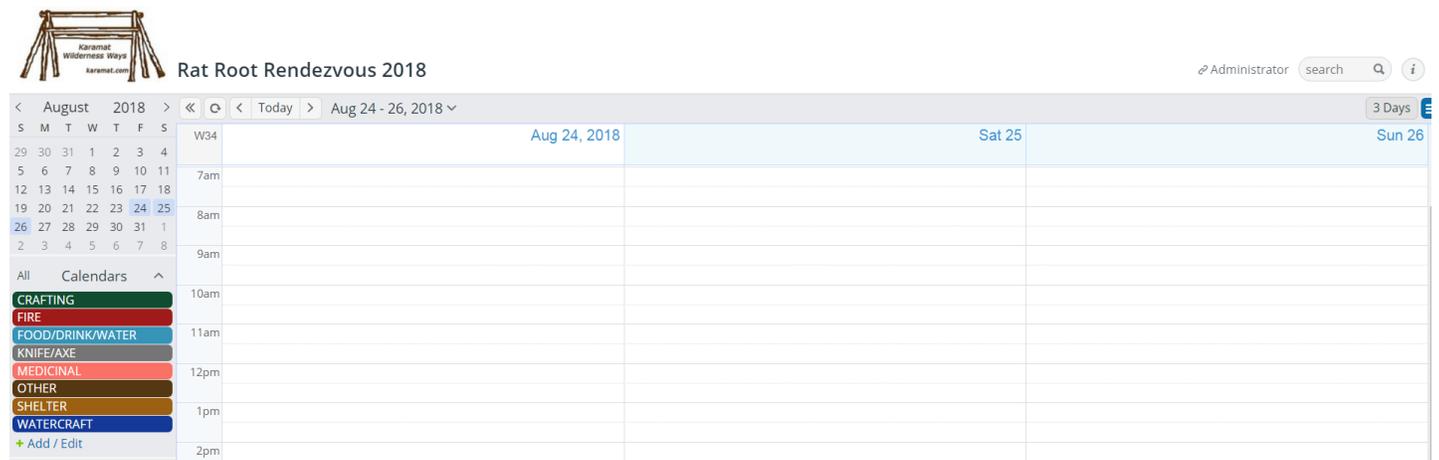


## How to add my class to the online schedule:

Click on this link:

<https://teamup.com/ks4f4ac8a645167f58>

After you arrive to the calendar page, click on the “the time you want to schedule the event for.



The screenshot shows the TeamUp calendar interface for 'Rat Root Rendezvous 2018'. The calendar is set to August 2018, with the current view for August 24-26, 2018. The time slots range from 7am to 2pm. A legend on the left lists various categories: CRAFTING (green), FIRE (red), FOOD/DRINK/WATER (blue), KNIFE/AXE (grey), MEDICINAL (orange), OTHER (brown), SHELTER (yellow), and WATERCRAFT (dark blue). The interface includes navigation controls, a search bar, and a user profile icon.

Once the event screen comes up, type your information in the available fields. Please note, we are asking for specific information to go in specific fields to make scheduling much easier.

**Title Field** - The name of the class you are teaching.

**When** - Click on the calendar icon and choose the day and time you will be teaching. If you have an open class, like YURT BUILDING that you are around and available for all day, then click the “All day” box.

**Calendar:** Look to the far right in this field and you will see an arrow pointing down, choose the best “calendar” or “track” that describes your class.

**Who:** Your name.

**Where:** Please add this info if you can since the biggest complaint we still get is missing a class because the student could not find the location. Please consider putting up a flag or marker in your teaching area to make it easier.

**Decscription:** Add information about what the class is about, if there is a material cost, etc.

**Edit Event** ✕

Print Share Delete

Title:

When:       All day

Calendar:  OTHER ✕

Who:

Where:

Repeats:

**B** *I* U Paragraph

We invite everyone to bring a pot luck dish to share for the supper. Please make sure that you bring enough to feed you crew.

Then hit the **SAVE** button and you are done.

Please check what you have put on the schedule and if you are satisfied, then close the browser window. If there is a change you want to make, come back to the calendar and double click on your offering. The class info will come up and you can edit as you need to. Remember to hit the **SAVE** button when you are done.

If you are having any problems, please don't hesitate to call us.